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NEWS & VIEWS



A Newsletter Dedicated To Information Technology In The State Of Montana

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Agency Spotlight

MDT Finds a Partner in Information Technology

Montana Department of Transportation's (MDT) Information Technology (IT) infrastructure was and is being built to balance two (at times, seemingly opposite) objectives:

- 1) The need to standardize, manage and control our technology base. Done correctly, this supports enterprise and workgroup computing, access security, disaster recovery, backup, archival, cooperative training for our computer users, economies of scale, database integration, file and software sharing, ... in general to make possible an environment where synergistic benefits thrive with a life of their own.
- 2) The need to empower individual employees with the freedom (and its companion, responsibility) to use technology in creative ways intent on delivery of our department's mission.

August 1995

Volume 13 No. 2

RETURN
Our current success at meeting these objectives is best judged by our workforce.

At the core of our networking infrastructure is a peer-to-peer architecture. DECnet and TCP/IP are our predominant (soon to be

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only) data communications protocols running on the WAN (Wide Area Network). These protocols offer the most flexibility for deployment of collaborative (workgroup) computing. For example, Calendar Management utilizes our

Calendar of Events

August 2:

SummitNet Executive Council (SEC) meeting, 9:30-11:30, Mitchell Building Room 160.

August 4:

Montana Oracle/PowerBuilder User Group (MOPUG) meeting, 9:00-12:00, Helena College of Technology Room 210.

August 9:

Information Technology Managers Group (ITMG) meeting, 8:30-10:30, DNRC Yellowstone Room 111.

September 1:

Montana Oracle/PowerBuilder User Group (MOPUG) meeting, 9:00-12:00, Helena College of Technology Room 210.

September 4:

Labor Day Holiday.

September 6:

Information Technology Managers Group (ITMG) meeting, time and place to be announced (tentative).

September 6:

SummitNet Executive Council (SEC) meeting, 9:30-11:30, Mitchell Building Room 160.

September 12:

Information Technology Advisory Council (ITAC) meeting, 8:30-12:00, DNRC Yellowstone Room 111 (tentative).

Headquarters and District Office servers throughout Montana. It is one of the workgroup/department-wide applications using this network (an early version of SummitNet, supported by CISCO routers) today.

At the core of our computer systems infrastructure is the VMS operating system. This operating system (OS) provides a mature, stable environment for support of our mission critical applications (e.g. CADD-computer assisted drafting and design).

Security, industrial strength, scalability (via clustering, SMP, etc.) are a few attributes this OS provides. As UNIX and Microsoft NT mature, we see migrations to them from VMS and/or collaborative systems computing with them and VMS becoming a reality.

At the core of our office LAN infrastructures is FDDI and Ethernet switches and hub technology. Equipment is ATM upgradable. At this time we will continue use of FDDI, as it has been in place for servicing our headquarter's LAN backbone for about two years. The high speed switching and bridging-capable LANs support existing applications and provide the foundation for our future requirements. For example, Photogrammetry's digitized aerial photos and the subsequent integration of these photos with CADD will be implemented this year. Each aerial photograph consumes as much as 300 megabytes.

At the core of our database infrastructure is Oracle. All forms of database development are encouraged. Personal, workgroup, bureau-wide, cross-divisional and department-wide applications exist.

A few of these are: Motor Carrier's Permitting, Planning's Tentative Construction/Federal Funding Obligations, Engineering's Project Management Information, Accounting's Detailed and Project Ledgers, Financial Management's Projects Cost Scheduling, Budget Section's Budget Development and Tracking, Human Resource's Position Classifications Tracking, Department's EIS - Executive Information System, and many more. All applications utilize the

client/server architecture. We average 70 separate user requests to our database servers at any one time during the day. These requests are supported across the WAN as well as the LAN.

Our computer users utilize about 750 networked devices (PCs and terminals)

across Montana. In addition we support approximately 400 non-networked PCs and laptops with dial-in capabilities throughout Montana. These are used in/by Motor Carrier weigh stations, Project Managers' construction sites, Right of Way agents' land negotiations, Field Auditors' site investigations, Maintenance's weather scan and bridge deck conditions reporting, Planning's traffic counting, traveling administrators/ employees from their hotels and more.

Wherever a Transportation business requirement exists, you are likely to find IT as a partner in providing the program.

For more information on how the Department of Transportation uses Information Technology, contact Mike Randall (444-6319) from the Department of Transportation.

Transportation's Information Technology infrastructure is being built to balance two objectives:

- 1) The need to standardize, manage and control our technology base.*
- 2) The need to empower individual employees with the freedom and responsibility to use technology in creative ways intent on delivery of our department's mission.*



Internet... The Series Homestyle Internet

As agencies begin to provide their services on the Internet and start to grow their own home pages, we have found some Montana-made home pages that might offer some ideas.

Not only does the *Made in Montana* symbol show up on honey jars and huckleberry jam—you'll now see it on Internet offerings. Within the past year the number of local Internet providers in Montana has grown significantly. While some of these offerings tend to focus on providing just Internet access to local patrons, some of the Internet portals have gussy'd up the front door, as it were, and, quite literally, put a pot of chili on the stove for their guests. While we make no endorsement of any site, and may not have listed all the current sites, here are some personal observations about some of the offerings one can find on the "homestyle" Internet.

Some of the more modest offerings are such sites as Internet Services Montana (www.ism.net) and Internet Connect Service (www.montana.com) in Missoula,

Montana Communication Network (www.mcn.net) and Internet Montana (www.comp-unltd.com) in Billings, and Image Plaza (www.imageplaza.com) in Helena. These offerings range from *just the facts ma'am...*, to a bit of color, splash, image, and expanded service offerings. While they may not be glamorous (though they may be *good lookin'*), they do load fast for users and meet local needs. The other thing to note is that sites, like *ugly ducklings*, change everyday and tend to become *swans* over time.

As for favorite picks, there are two really stellar offerings. The first is Lincoln County (www.libby.org). It is a community and business effort called *Kootenet*, with SpiderWorks (a local Internet business) maintaining their homepage. It's a wonderful amalgam of commercial offerings (real estate, artists, outfitters, etc.) and public service entries (local government, education, library, news, etc.). It's well designed, moves quickly, and above all is interesting.

"Within the past year the number of local Internet providers in Montana has grown significantly."

The next pick is *Peaks* (www.cyberport.net/peaks/peaks.html), an online magazine of Montana. It's based in the

Flathead and supported by Cyberport, the local Internet provider there. They've not only got chili (or, at least a recipe), there is a wealth of information on the Flathead, commercial, recreational, artistic, and general highlights. It's a very classy presentation with lots of information. It's a little slow because of some graphic-type headers, but worth the wait. Best of all, check out the Flathead tour.

All in all, Montana fairs well in regard to Internet offerings. They all deserve a look.



SummitNet Executive Council Created

By Executive Order of Governor Racicot, the SummitNet Executive Council has been created. The Council will provide policy level direction for SummitNet, including:

- Policy development
- Identification of entities allowed to use SummitNet
- Financial planning
- Strategic planning
- Cost recovery planning and policies
- Appropriate use policies
- Evaluation of new networking technologies
- Other policy issues as necessary

The SummitNet Executive Council will consist of the following members:

- Director of the Department of Administration, chair: Lois Menzies
- Commissioner of Higher Education (or designee): Richard Crofts
- Superintendent of Public Instruction (or designee): Gregg Groepper
- Representative from local government: Janet Kelly, Custer County Commissioner
- Three Information Technology Advisory Council (ITAC) representatives: Bob Person, Legislative Branch; Mick Robinson, Department of Revenue; Dennis Taylor, Department of Justice

The Council will meet on the first Wednesday of every month.

Minutes of the meetings will be on the State BBS (Agency/ Administration/Information Services/Files/Advisory Groups).



State Network Long Distance Rates Decrease

Few things in this world get less expensive, but making long distance calls on the state telephone network has done just that. Effective July 6, 1995, the discount applied to the tariffed calling rates has increased 2% for daytime calling, and 1% for evening calling. Daytime calls will now be discounted 45% from the tariffed daytime rate (from 43%), and evening calls will be discounted 49% from the tariffed daytime rate (from 48%). The best news of all is the change in discounting International Direct Distance Dial (IDDD) calls. In the past, these calls have been discounted 5% from the tariffed rate. This discount has been increased substantially—to 25%. The change in IDDD calling was implemented largely to benefit university students participating in the Student Long Distance programs, to provide increased value to students, and hopefully bolster enrollment in the programs.



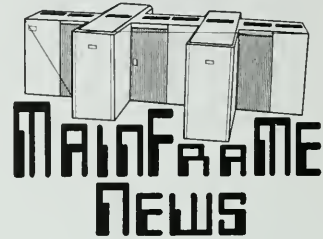
State's Conversion to NetWare 4.1 Begins

The State's conversion to NetWare 4.1 started the weekend of July 8 and 9. ISD, along with the assistance of several agencies, converted the existing NetWare 4.02 servers. This is the first step in the migration of the State's network to an enterprise operating system. Several agencies will be migrating servers running earlier versions of NetWare or installing new servers with NetWare 4.1. There are currently about 600 users on NetWare 4.1 and it is projected there will be about 2000 by December 1995.

ISD provides NetWare 4.1 code complete with current patches on the DOA_VAS_001 server for cross-the-wire installations. This procedure works for users that have campus backbone connectivity. If you are planning a server upgrade or new server installation to NetWare 4.1, please contact Dawn Sullivan (444-2974) from Network Operating Systems with your tentative schedule. This will allow coordination between agencies and ensure the health of the NetWare 4.1 enterprise network.

The State also implemented Palindrome as a backup operating system standard in conjunction with the migration to NetWare 4.1. This product is being provided by ISD to agencies for use on their NetWare servers. Agencies may contact Andy

Quist (444-5552) from Network Operating Systems for information on hardware requirements and obtaining the product.



New Release of PL/1 Is on Deck

The Technical Services Section of ISD will soon be installing a new release of IBM's OS PL/1 (Version 2, Release 3). Installation will occur before the end of August, 1995. A summary of the new features of this release is as follows:

- Enhancements to PLITEST:
 - Tasking built-in functions may be used
 - The USE command may be nested
 - The new Release 3 built-in functions may be used
 - PLITEST pointer semantics match those of the compiler
 - All PLITEST modules are reentrant
- A new built-in function, DATETIME, returns consistent date and time, including the four-digit year
- Storage allocations for based variables that are allocated outside of AREAs will be allocated on a 4KB page boundary if the amount of storage requested is a multiple of 4KB and is greater than or equal to 32KB. PL/1 will support character strings in its interlanguage communication with VS FORTRAN. Character

strings which may be shared with VS FORTRAN are:

- Non-varying, non-adjustable scalar character strings
- Arrays of such character strings
- REPORT output now contains the name of the MAIN procedure
- PLIDUMP output now contains page numbers

It is strongly recommended that current PL/I users test some of their applications on this new release before it is placed into production. To be notified of the testing procedure and the exact date of installation, please leave your name and number with Bill Ramsay (444-2902) from Technical Services, or deadhead it to Bill Ramsay, Department of Administration/ISD.



New Release of FORTRAN Is on Deck

The Technical Services Section of ISD will soon be installing a new release of IBM's VS FORTRAN (Version 2, Release 6). Installation will occur before the end of August 1995. A summary of the new features of this release is as follows:

- Additional constant and operator support:
 - Quote-delimited literal character constants
 - Maximum negative integer literal value
 - Typeless constants (binary, octal and hexadecimal)
 - Constant expressions in complex constants
 - .XOR. logical operator
 - <> graphical relational

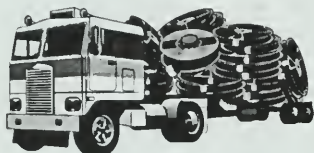
operator

- Storage classes:
 - STATIC and AUTOMATIC storage classification statements
 - IMPLICIT STATIC and IMPLICIT AUTOMATIC statement support
- Additional data type support:
 - LOGICAL*2 and LOGICAL*8
 - INTEGER*1 and INTEGER*8
 - UNSIGNED*1
 - BYTE
 - DOUBLE COMPLEX and DOUBLE COMPLEX FUNCTION type specifications
- Additional intrinsic function support:
 - INTEGER*8, INTEGER*2, and INTEGER*1 support for existing functions
 - XOR, LSHIFT, RSHIFT, ISHFTC, IBITS, and LOC have been added
- HALT compiler option to reduce compilation times for unsuccessful compilations
- MVBITS and ARGSTR service routines
- Dynamic storage support, for allocating and deallocating storage at run-time:
 - Integer POINTER data type
 - Including dynamically dimensioned arrays
 - ALLOCATED, DEALLOCATE, and NULLIFY statements
 - Intrinsic function ALLOCATED
 - Compile-time option DDIM
- Dynamically loaded module support (via DYNAMIC option)
- I/O features enhancements:
 - Support for dummy arguments in NAMELIST lists
 - NML keyword for NAMELIST READ/WRITE STATEMENTS
 - OPEN and INQUIRE statement support for the POSITION, PAD, and DELIM specifiers

- B and O format control codes
- Expansion of the Z format control code
- \$ format control code
- Optimization improvements:
 - Optimization for pipelined instruction scheduling
 - Improved optimization for Inter-loop register assignments
- Message improvements:
 - All messages written to SYSTERM file
 - Information messages no longer marked as errors
- Run-time options improvements:
 - Abbreviations are now allowed
 - Default I/O units are now user-specifiable with ERRUNIT, RDRUNIT, PRTUNIT, and PUNUNIT
- Vector support enhancements:
 - VECTOR suboptions MODEL and SPRECOPT
 - Vectorized SIGN, ANINT, DNINT, NINT and IDNINT intrinsic functions
 - Vector performance improvements
- Parallel support enhancements:
 - LOCAL statement allowing arrays for Parallel Do/Parallel Sections
 - NAMELIST processing for parallel environment allows local variables
 - Support for user-generated parallel trace (including service routines PTWRITE and PTPARM and suboption TRACE)
 - Parallel execution controls (user serialization)
 - Load module support for routines invoked via SCHEDULE and PARALLEL CALL

It is strongly recommended that current FORTRAN users test some of their applications on this new release before it is placed into production. To be notified of the testing procedure and the exact date of installation, please leave your name and number with Bill Ramsay

(444-2902) from Technical Services, or deadhead it to Bill Ramsay, Department of Administration/ISD.



Ongoing Tape Conversion Policy Modified

To date we have removed over 14,000 of the original 24,000 reel tapes from our library. We still have a fair number to convert and the majority of these are old data sets that have not been accessed for several years. Previous articles in *ISD News & Views* have stated that we were going to start archiving these tapes. We found this to be a very burdensome process and have modified this policy.

We will now **release** round tape data sets which have not been **accessed** for **more than 27 months** unless the user specifically requests that they be archived. Before the tapes are released, however, the owner of the data will receive a list of the tapes which meet the criteria and will be given six months to review them to decide which, if any, they would like archived. All remaining tapes on the list will be released and the VOLSER's of those tapes will be deleted from the tape management catalog (TMC). The tapes will then be delivered to the owner agency to do with as they wish. Should it be necessary to read or write to one of these tapes, it will have to be treated as an external tape. This will help clear this backlog of tapes and will assure users the opportunity to review the retention of these old data

sets before they are archived or released.

We are just beginning to identify and send lists of these tapes out. If within the next month you do not receive one and know you have tapes which meet the *27 month/no access* criteria, please contact Diane Lemon (444-3336) from Production Support.



ITAC Adopts Mid-tier Computing Standards, Creates GIS Task Force

On July 11, the Information Technology Advisory Council (ITAC) met and approved the mid-tier computing standards recommended by a committee of agency and ISD staff. This approval is the result of ten months of study, research, vendor demonstrations and lots of hard work by all involved. Many thanks to Larry DeFrance of the Department of Corrections for chairing the group, and to Dan Sidor of ISD for providing research and staff support. With standards in place, ISD will develop a Request for Proposal to establish a term contract(s) for equipment and software in support of the standards.

Tony Herbert, Administrator of ISD, presented a status report on the recommendations of the ITAC *Information Technology Strategic*

Plan. Many of the recommendations have been completed or are in progress, however, there are still several issues that need additional input from ITAC. ITAC will work toward the completion or resolution of all recommendations.

An informative GIS (Geographic Information System) demonstration was given by members of the Natural Resource Information System staff and the Montana Local Government GIS Coalition. The need for cooperation at all levels of government was stressed.

Mick Robinson, Director of the Department of Revenue proposed the creation of a GIS task force. The proposal was approved unanimously. The task force would consist of nine members and include representation from:

- State government and the university system
- The Montana Natural Resource Information System
- The Montana GIS Interagency Technical Work Group
- The Federal Geographic Data Committee
- The Montana Local Government GIS Coalition

The task force would have the following objectives:

- Assess and document Montana's current GIS environment
- Adopt GIS standards that support the enterprise's current IT standards as related to data sharing, database linkage, data integrity, etc.
- Identify and prioritize GIS issues and concerns which need in-depth study and resolution
- Make recommendations on ITAC's future roles in the GIS area, including funding proposals for the '97 legislature

The complete minutes of the meeting are available on the State BBS (Agency/Administration/Information Services/Files/Advisory Groups) or by contacting ISD (444-2700).



WordPerfect 6.1 Sharing 6.x Files with 5.1/5.2 Users

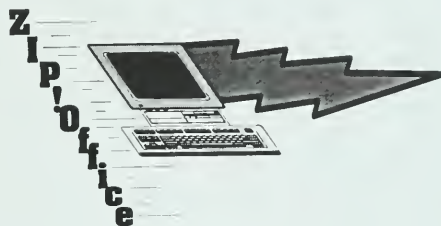
Since offices in State government use both WordPerfect 6.1 and WordPerfect 5.1/5.2, sharing files can sometimes be a nightmare. The WordPerfect 5.1 user gets an "Incompatible File Format" when trying to retrieve the file. How frustrating! They have to call the WordPerfect 6.1 user and ask them to convert the file so they can work with it. No wonder the most frequently asked WordPerfect question now has become, "How do you convert a WordPerfect 6.1 file into a 5.1 format?"

Luckily, WordPerfect 6.1 has a built-in conversion utility in the software. With the file opened, choose **File, Save As** from the pull-down menu. Next, click on the down arrow key next to the "Save File as **Type**" option block. Use the arrow keys to scroll up until you find the WordPerfect 5.1/5.2 option and highlight it. If you prefer, you can change the original filename (perhaps changing the extension to ".w51"), and click on **OK**.

"Since offices in State government use both WordPerfect 6.1 and WordPerfect 5.1/5.2, sharing files can sometimes be a nightmare. ... No wonder the most frequently asked WordPerfect question now has become, 'How do you convert a WordPerfect 6.1 file into a 5.1 format?'"

If you always need to save your files in 5.1/5.2 format you can change the default setting so that all you have to do is click on "Save" and automatically the file will be converted. This is accomplished by selecting **File, Save As** and clicking on the **Setup...** button. At the next screen, set the "Default Save File Format" to WordPerfect 5.1/5.2 file format and click on **OK**. Remember, however, some new features available in WordPerfect 6.1 do not convert to WordPerfect 5.1/5.2 format (i.e., bookmarks, subdivide page features, etc.). If you are a frequent user of such features, this default setting should not be used.

If you have any questions regarding WordPerfect 6.1 "Save as" functions or any other WordPerfect question, please call Sue Skuletich (444-1392) of End User Systems Support.



Using ZIP!Office, ZIP!Mail And TAO for Internet E-mail

Many people in state government have a need to send and receive mail from the Internet. Recently, ISD has added a gateway which allows users of the state E-mail System to send and receive Internet E-mail.

Receiving Mail... Finding Your Internet E-mail Address...

In order for people out on the Internet to be able to send mail to you, they'll need your Internet E-mail Address. There are a couple of steps to determine your address.

Step 1, Getting your User ID and Address

First, you'll need your User ID and Address. Follow the instructions in the appropriate section below:

For ZIP!Office Users:

Using your mouse, pull down the **File** menu, select **Open**, and **Address book**. Type a few letters of your last name, and then double click on your name. You should get a window similar to Figure 1. Your User ID and Address are listed in this window.

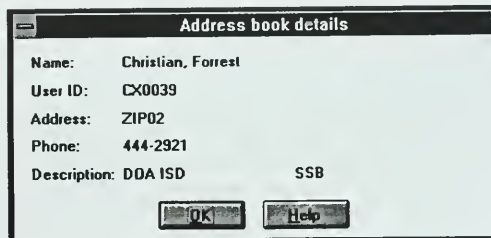


Figure 1: ZIP!Office User ID and Address Window

For ZIP!Mail Users:

From the ZIP!Mail main menu, select Address book, and Go to. Type your last name and press enter. If necessary, use the arrow keys to select your name and then select Show. You should get some information which looks like Figure 2. Your User ID and Address are listed on this screen.

```
User ID: CX0039
Address: ZIP02
      Name: Christian, Forrest
      Phone: 444-2921
Description: DOA ISD
```

Figure 2: A portion of the ZIP!Mail User ID and Address Screen

For TAO Users:

Your User ID is your mainframe ACF2 number (e.g. CX0039). Your address is TAO01.

Step 2, Determining your Internet Address

Now that you have your User ID and Address, determining your Internet Mail address is fairly simple. Take your User ID, add a percent sign (%) and then put your Address on the end. To this add '@MT.GOV'. The result is your Internet E-mail address. A sample, based on Figures 1 and 2, is shown in Figure 3.

```
CX0039%ZIP02@MT.GOV
```

Figure 3: An example Internet E-mail address based on the above figures

So, if someone on the Internet needs to send mail to you, just give them your Internet E-mail address. With it, they should be able to send you Internet E-mail.

Sending Mail...

Assuming you have the Internet mail address of a user, sending mail to them is fairly straightforward. You compose the mail message exactly like you would for a non-Internet user, with the following two exceptions:

from the address book, pick 'Internet User'.

- 2) In the first line of your message you need to add a special line containing the address of the person you are sending the mail to. For example, if this message is to a person with the address of john@some.company.com, you would need to add the following line:

MHSTO:MHS:john@some.company.com

This line tells the Internet Mail gateway that this is to a user with the address of john@some.company.com.

"Many people in state government have a need to send and receive mail from the Internet. Recently, ISD has added a gateway which allows users of the state E-mail System to send and receive Internet E-mail."

Caveats... Pitfalls to Avoid...

There are several potential pitfalls of using the Internet gateway. Most can be avoided by following a few guidelines:

Don't try sending to the Internet address of yourself or another state employee from ZIP! or TAO. It just won't work, and you won't even get an error message back!

When replying to an Internet mail message, there are several items you need to be aware of. First, if you include the text of the original message in your reply, make sure you REMOVE the MHSFROM:MHS: line in the message. Not doing so will cause some delivery and addressing problems. Also, make sure you insert a new MHSTO:MHS: line in your message, reflecting the address of the recipient. (See *Sending Mail...* above for explanation of this line.)

Currently, the Internet gateway is a best-efforts delivery method. If you send a mail message with the correct

addressing, chances are it's going to get to its intended recipient. If you misaddress the mail, you may or may not get a returned mail message.

Attachments just don't work at this point. That said, there are a couple of programs available to permit you to send and receive binary documents. These programs convert the binary into text (and vice versa) so that they are able to go through the E-mail

system. If you need to be able to send and receive binary files, contact ISD for more details.

"When replying to an Internet mail message, there are several items you need to be aware of. First, if you include the text of the original message in your reply, make sure you REMOVE the MHSFROM:MHS: line in the message. Not doing so will cause some delivery and addressing problems. Also, make sure you insert a new MHSTO:MHS: line in your message, reflecting the address of the recipient."

- 1) Instead of picking the person you are sending the mail to

The Future...

Currently, we are working on some additional Internet messaging solutions. These solutions will address the following issues:

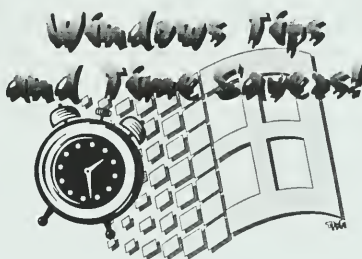
- **Attachments:** Being able to exchange binary files with Internet users.
- **Aliasing:** Being able to accept mail for forrester@mt.gov instead of cx0039%zip02@mt.gov.
- **Personal Internet Address Book:** An update to the ZIP!Office client will allow you to select Internet addresses from an Internet Address Book you set up. This will eliminate the need for the Internet User and the MHSTO:MHS: in every message.
- **Reliability Issues:** Insuring that E-mail will either be delivered or be returned to you.

We will follow up with additional *ISD News & Views* articles as these issues are resolved.

Summary...

In review, the Internet gateway is up and functioning. However, if outbound mail is misaddressed or contains binary files, you may find that the mail doesn't reach its intended recipient in the form you intended or at all. When this happens, you may or may not get an error message about the problem.

If you have any questions regarding the Internet E-mail gateway, contact Forrest Christian (444-2921) from End User Systems Support.



Did You Know about These Windows Tips and Time Savers?

You can maximize a window by double clicking on the title bar. Double clicking a second time will restore the window to its original size. Sometimes it's easier to hit a larger target.

Pressing **Alt+Tab** is a quick way to switch between open applications. Windows remembers from which application you came so it makes that application your next selection when you press **Alt+Tab** a second time. If you are too speedy and you **Alt+Tab** right past your target application, keep **Alt** depressed and press **Shift+Tab** to reverse the direction of the switch.

When working in **File Manager** a single click on a drive icon will display the directory contents within the current window. Double clicking will open a new drive window and display its contents. This is a more streamlined action than choosing **Window** and **New Window**.

You can open a file from **File Manager** by dragging and dropping the icon on the open application window or onto the program's minimized icon.

A file can be opened from **File Manager** along with its associated application in one smooth move by using the File Associate function in **File Manager**. To set it up, in **File Manager** click on **File** and then **Associate....** Type the three character extension and then click on the listed application to which it will be associated. For example, a WordPerfect 6.1 file would be named *filename.wpd* and an association would have been established between the WPD extension and WordPerfect 6.1. When you peer at the filenames in **File Manager**, it is easy to tell which files have associations, they have an icon that looks like a page with lines upon it. Some applications create the association when installed and if you have used the default extension in naming your files several of these associated documents may exist. So peruse the document list looking for those telltale icons and when one is found double click on it and enjoy a quick retrieval.

If you experience only part time success when double clicking on a mouse button, you can right that rodent's speed by adjusting its attitude. In **Main, Control Panel**, click the **Mouse** icon, then **Sensitivity**, use the **Double-Click Speed** slide bar to adjust the mouse to the speed of your depressing digit.

Finally, picture this... you need to boot your PC and retrieve a report quickly before your morning meeting but the Windows startup file sequence is going to last about as long as your last perm. Bypass it! Immediately after typing **WIN** or responding "Yes" to "Start Windows?" depress the shift key and keep it depressed until **Program Manager** is displayed and the wait cursor is replaced.

Questions? Call Candace Rutledge (444-2858) from End User Systems Support.



CorelDRAW! 5.0's Tip of the Day on Using Grids

CorelDRAW! is full of great tools for drawing and type manipulation. But CorelDRAW! is also full of useful shortcuts. For example, let's say you would like to create a page frame. Normally you would do the following: Go to **Layout**, then **Page Setup...**, then **Display**, and finally click on **Add Page Frame**. These same key strokes can be duplicated by simply double clicking on the rectangle tool. You can also quickly access the page setup options by double-clicking on the page border.

You can double-click on the vertical or horizontal ruler to get directly to the **Grid & Scale Setup**. Here are some primary grid setup options.

Grid Frequency

Determines the number of grid lines per unit of measure. To space the grid lines more than one whole unit of measure apart, enter fractional values from the keyboard. For example, to space the grid lines two inches apart, enter 0.5. The maximum number of grid lines is 200 per inch, 33.3 per pica, 1.01 per point, 7.87 per millimeter, 1.01 per didot, and 35.52 per cicero. When you change **Grid Frequency** units, the ruler units and those displayed on the **Status Line** are changed to match.

Show Grid

Displays markers showing where the grid lines are. The frequency of the grid marks is determined by the current view. When you use the **Zoom Tool** to magnify the view, the frequency of the grid marks increases.

Snap To Grid

Forces objects drawn or moved close to a grid line into alignment with the grid. You can also turn **Snap To Grid** on and off using the **Snap To Grid** command in the **Layout** menu.

Stay tuned for next month's issue... Same Corel channel... Same Corel time... For more exciting Corel Graphics news.

For more information, contact Jerry Kozak (444-2907) or Brian Divine (444-2791) from End User Systems Support.



Combining Unconnected Objects in CorelDRAW! 5.0

You make a line drawing in CorelDRAW! and would like to add a nice colored fill or pattern to your drawing, but you find that after using the **Fill Tool*** nothing happens. The problem could be that you have a break in your lines; the object is not

closed. With a single object you can select the endpoints of the object with the **Shape Tool**** (an endpoint appears as a square unfilled box; a non endpoint appears as a slightly smaller filled square—both are still called nodes). To accomplish this, hold your left mouse button down (make sure the **Shape Tool**** is selected) and drag, creating a dashed box enclosing both of the endpoints. Once the endpoints have been selected choose the **Join Icon** (the icon that looks like three chain links) on the **Node Edit Roll-Up**. Your object will now be continuous and can now be filled with whatever color you wish.

If you have two or more line objects which you wish to make into one object, you need to combine them first. Choose the **Pick Tool***** and select all of the objects either by dragging a selection box around them or hold the shift key down and click the left mouse button on each individual object. Once you have all of the objects selected choose **Arrange, Combine**. This will combine all of the objects into one. Now that you have one object you can follow the instructions above to join together each of the endpoints in your drawing.

If you have any questions about CorelDRAW! contact Brian Divine (444-2791) or Jerry Kozak (444-2907) of End User Systems Support.



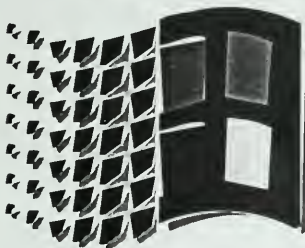
*Fill Tool



**Shape Tool



***Pick Tool



WINDOWS FREEBIES!

Two New Windows Freebies to Help You

Outline Program Manager (OPM): an Alternate Way of Viewing Groups and Launching Programs

This little program is not a replacement for **Program Manager**—it is an enhancement; an alternate way of viewing your groups and launching programs.

OPM scans the **Program Manager** groups and items (using Dynamic Data Exchange (DDE)) and presents these groups and items in an outline form. Double-clicking on a group (represented by the folder icon) displays all items in that group. Another double-click hides those items from view. Double-clicking on an item in a group launches the program, just as if you had double-clicked on the icon in **Program Manager**. Groups, and items in groups, are sorted alphabetically so they are easier to find and always in the same place.

Installation is easy, with only a few

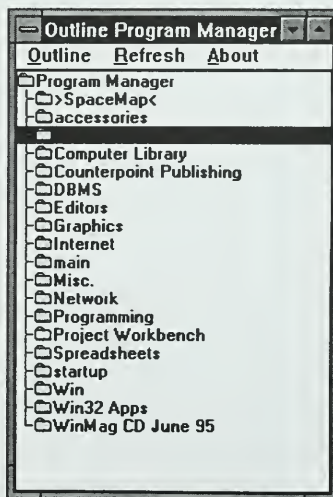
files to copy.

The following files should be found after extracting them from the archive:

OPM.EXE	Main program
MSAFINX.DLL	System file
MSOUTLIN.VBX	System file
README.TXT	This file

1. Copy all .VBX and .DLL files into your C:\WINDOWS\SYSTEM directory. Also, make sure the file VBRUN300.DLL (not included) is present in the C:\WINDOWS\SYSTEM directory.
2. Copy OPM.EXE into a directory of your choice.
3. Once properly installed, create an icon for OPM in any program manager group and double click on it.

A sample screen from Outline Program Manager is shown below in Figure 4.



**Figure 4: Outline Program
Manager Screen**

SpaceMap: Visualizing Your Disk Space Utilization

SpaceMap is a utility designed to help you visually graph your disk drive space utilization. By visually showing you the space consumed by each directory or sub-directory, it helps you better manage your disk drive free space. SpaceMap lets you quickly determine the directories that are the largest consumers of space, so that you can focus your disk clean up activities to those directories. SpaceMap gives you the total for the directory not just the current branch of the directory tree as you get with File Manager.

SpaceMap will total any directory tree and create a Graph Panel. SpaceMap looks at all the files under the directory you select using the Specification Panel. This includes all the sub-directories under the directory selected. You can select the root directory, any directory or sub-directory, and SpaceMap will graph the total space for all files under that directory hierarchy. In addition, you can select all hidden files to be included in the graph, and to have the graph bar indicate how much of the space consists of files that have the archive bit "on". A file with the archive bit "on" normally indicates that the file has not been backed up since it was updated, since most backup utilities set the archive bit "off" when a file is backed up. A sample screen from SpaceMap is shown in Figure 5 on the next page.

If you would like free copies of either of these two utilities, contact Denny Knapp (444-2072) of End User Systems Support, via ZIP!Mail or by phone.

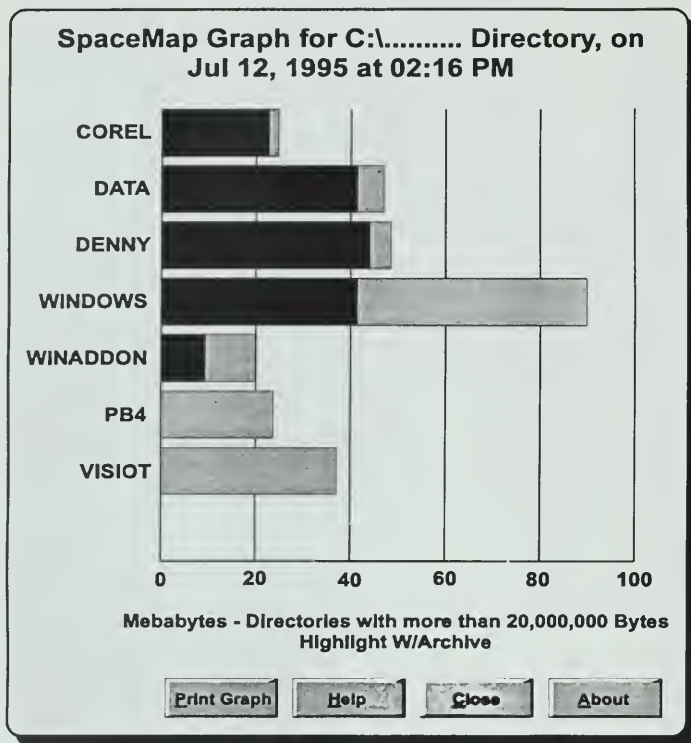


Figure 5: SpaceMap Screen

Term Contracts Offer New Products

ComputerLand of Missoula

Hewlett Packard is introducing two new printers, the DeskJet 1600C/1600CM and DeskJet 540. Please call Jim Lang (406/329-7625) with any questions concerning these or any other products.

DeskJet 660C/DeskWriter 660C
These are color office printers providing the ideal combination of print quality, performance, and price.

Features include 600 dpi black and

300 dpi color printing, up to four pages per minute (ppm) color and nine ppm black-and-white. They come with four separate, easy to replace ink cartridges with "out-of-ink" sensors.

LaserJet 5P/5MP

These affordable laser printers produce the best 600 dpi output available with smooth graphics and photo-like images, using 120 levels of grayscale shading. The 110 scalable fonts give the ability to create a wide variety of professional looking documents. A straight paper path eliminates curling and accepts media as small as 3"x5" and up to 42 lb. thickness. An IRDA-compliant infrared port allows point and print wireless printing from portable PCs.



Dell

Dell is introducing three new notebooks; all other notebooks were discontinued as of July 1, 1995. All notebooks carry a three-year limited warranty with one-year next-business-day on-site service.

Latitude LX

- Intel DX4/75 and 100MHz processor
- 4MB to 20MB RAM
- 810MB maximum HDD
- 1 type III or 2 type I/II PCMCIA card slots
- 10.4" dual-scan STN display
- High-capacity nickel-metal hydride (NiMH) battery
- 3-4 hour battery life

Latitude XP

- Intel DX4/75 and 100MHz processor
- 8MB to 40MB RAM
- 1.2GB maximum HDD
- 1 type III or 2 type I/II PCMCIA card slots
- 10.4" dual-scan STN or 10.4" TFT active matrix display
- Lithium-ion smart battery with built-in gauge
- 6-8 hour battery life

Latitude XPi

- Pentium 75 & 90MHz processor
- 8MB to 40MB RAM
- 1.2GB maximum HDD
- 1 type III or 2 type I/II PCMCIA card slots
- 10.4" dual-scan STN or 10.4" TFT active matrix display

- Lithium-ion smart battery with built-in gauge
- 6-8 hour battery life

Optiplex DGX

They've also introduced a new desktop PC dubbed the Optiplex DGX. This is the ultimate high-performance desktop workstation, incorporating dual Pentium processors. The system delivers 1.75 times the performance of a single Pentium processor-based system. With Dell's build-to-order model, you can buy a single processor DGX today, and add the second processor at a later date.

Processors Discontinued

Dell has discontinued producing systems with the following processors:

- 486/33
- 486/50
- P60

ComputerLand of Helena

Please contact Michael C. Price (443-3200 ext. 110 or 800/755-7579) at ComputerLand of Helena with any questions regarding these items or other TC 318-V products.

New! - PC Server 320

Features include both PCI and MicroChannel architectures for easy configuration of adapters. Pentium processors can be easily upgraded to symmetrical multi-processing (SMP) by simply plugging in a second processor. The PC Server 320 is an entry enterprise LAN server that marries industry standard technologies, configuration flexibility, rugged dependability, and ease of installation. These servers come in five configurations designed to meet the varied requirements of medium to large businesses.

Features

- Intel Pentium 75 or 90MHz processor; SMP upgrades; 512KB write-back L2 cache
- Advanced architectures featuring

- PCI and MicroChannel buses
- 16MB RAM standard; 256MB capacity
- Integrated SCSI-2 fast/wide PCI controller
- 1.12GB, 2.25GB, 4.51GB SCSI-2 fast/wide drives
- CD ROM drive, mouse, ServerGuide, and NetFinity
- Up to 9 storage bays and 8 slots
- 300W switchable power supply
- Three-year on-site warranty

New! - ThinkPad 755CDV

New, innovative LCD display and built-in CD ROM. By removing the cover on the LCD, the LCD becomes transparent, allowing it to be directly displayed on the projection screen.

- Intel DX4/100MHz processor
- 8MB to 40MB RAM
- 810MB standard HDD; optional 540MB or 1.2GB
- Integrated 5.25 CD-ROM, enhanced video, and stereo speakers
- 14.4 data/fax modem
- Infrared
- Removable floppy drive
- Type III PCMCIA card slot
- 10.4" active matrix display
- NiMH battery (optional Li-Ion)

New! - ThinkPad 755CX

New color model emphasizes a Pentium 75MHz processor at a lower price. By removing the cover on the LCD, the LCD becomes transparent, allowing it to be directly displayed on the projection screen.

- Intel Pentium 75MHz processor
- 8MB to 40MB RAM
- 540MB standard HDD; optional 810MB or 1.2GB
- Infrared
- Removable floppy drive
- Type III PCMCIA card slot
- 10.4" active matrix TFT display
- NiMH battery (optional Li-Ion)

New monitors!

A new family of monitors is now available—the IBM P50, P70, P200, and P201. Distinguished by their modern styling, the monitors are designed to support a wide range of attachment platforms and display

modes, and permit attachment and operation with many IBM and equivalent non-IBM PC systems. In addition, the monitors can attach to workstation systems, such as the RS/6000.

- Trinitron CRTs for bright, crisp, high definition images
- Digital user controls for precise setup
- On screen displays providing user control adjustment feedback
- Exceed SWEDAC and MPRII emission guidelines; ISO 9241 capability
- Universal voltage power supply or dual voltage power supply

Digital/Wyle

Digital has recently introduced the HiNote and Prioris Systems.

HiNote CS 475

- 510MB HDD
- 9.5" color Dual Scan LCD panel
- DX4-75MHz processor

HiNote Ultra CS 475 & CT 475

- 528MB HDD
- Ultra light—4 lbs.
- Ultra thin—1.2 inches

HiNote Ultra Mobile Media Module

- 16bit Stereo Audio sound
- 2x CD ROM
- Three full range stereo speakers
- Joystick/Midi port
- Audio line out & line in
- Volume range controls

Prioris LX

- Pentium 75 & 90MHz processors
- 16MB upgradeable to 192MB
- Integrated QUAD SCSI CD ROM
- PCI Enhanced IDE
- 256KB async cache
- Three-year on-site warranty
- Three 3½" bays
- Three 5¼" bays
- 3 PCI slots & 3 EISA slots available

Prioris XL Server

- Pentium 60, 66 upgradeable to 192MB memory maximum
- Pentium 75, 90, 90DP, 100 upgradeable to 256MB memory maximum
- PCI/EISA Mainlogic Board
- Onboard PCI fast SCSI-2
- 4 EISA slots and 3 PCI slots
- Three-year on-site warranty

**Prioris HX 5100MP - One
100MHz Pentium Processor**
**Prioris HX 5100MP/2 - Two
100MHz Pentium Processors**
**Prioris HX 5100MP/4 - Four
100MHz Pentium Processors**

- True symmetric multi processing performance & scalability
- One 512KB Write-back cache per processor
- Complies with Intel's MPS 1.1 specification for SMP operating system compatibility
- Three-year on-site warranty



Suggestions

We are constantly searching for new ideas that could enhance ISD News & Views. Perhaps there are subjects you would like to see covered in future articles, or maybe you just wish to share comments on ISD News & Views. We would like to hear from you.

Our goal is to present a vehicle, which provides information of

common interest, to all agencies within state government. Please share with us any ideas you have that will enable us to keep pace in an ever changing environment. To share your ideas, please contact the editors of *ISD News & Views*.



Befuddled PC Users Flood Help Lines, and No Question Seems To Be Too Basic

(The following excerpt is reprinted from the *Wall Street Journal*.)

Seemingly simple computer features baffle some users. So many people have called to ask where the "any" key is when "Press Any Key" flashes on the screen that Compaq is considering changing the command to "Press Return Key."

Some people can't figure out the mouse. Tamra Eagle, an AST technical support supervisor, says one customer complained that her mouse was hard to control with the "dust cover" on. The cover turned out to be the plastic bag the mouse was packaged in. Dell technician Wayne Zieschang says one of his customers held the mouse and

pointed it at the screen, all the while clicking madly. The customer got no response because the mouse works only if it's moved over a flat surface.

How to Reach Us



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Department of Administration
Information Services Division



FAXBack

Information Services Division: 406/444-2701



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Information Services Division
PO Box 200113
Mitchell Building Room 222
Helena, MT 59620-0113



SURFBack

via Internet



ZIP!Back

via ZIP!Mail, ZIP!Office, TAO

Editor's Notes

Published By...

ISD News & Views is published monthly by the Information Services Division (ISD), Department of Administration, Room 222, Mitchell Building, Helena, MT 59620, 406/444-2700, FAX 406/444-2701.

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Editorial Submissions...

If you would like to submit an article to ISD News & Views for publication, please send it to Curt Secker or Irv Vavruska, preferably via ZIP!Mail. Please have your article in by the 15th of the month for inclusion in the following month's newsletter.

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ISD Customer Support Center...

Got a problem (opportunity)? Do you need ISD assistance for any of your information processing requirements? Then contact the ISD Customer Support Center (444-2000), which is our central point of contact.

Distribution Notes...

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ISD

Information Services Division

Training Calendar

This schedule has been assembled by the Helena College of Technology of the University of Montana. If you have any questions about enrollment, please call 444-6800.

All classes will be held at the Helena College of Technology, Room 210, at 1115 N. Roberts, unless another

location is specified. Please note that these costs are subject to change each July 1.

To enroll in a class, you **must send or deadhead an enrollment application** to the State Training Center, HCT, Helena, MT 59601. If you have questions about enrollment, please call 444-6800. *Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class.*

	<u>DATES</u>	<u>COST</u>	<u>LENGTH</u>
Data Network/Mainframe Classes			
TCP/IP	Aug 2	TBA	½
Novell Admin & Adv. Admin	September 18 thru 22	1000.00	5
Oracle	October 10, 11, 12	255.00	3
Prereq. Windows			
Power Builder	October 24, 25, 26	255.00	3
Prereq. Oracle			
Microcomputer Classes			
Introduction to Windows	September 5	85.00	1
Prereq. Beg. Micro Skills			
Introduction to Windows	October 30	85.00	1
Intermediate Windows	October 31	85.00	1
Prereq. Intro to Windows			
Word Processing Classes			
WordPerfect 6.1 for Windows	September 6 & 7	170.00	2
Prereq. Intro to Windows			
Desktop Publishing with WP	September 11 & 12	170.00	2
Prereq. WordPerfect for Windows			
WordPerfect 6.1 Merge & Sort	September 13	42.50	½
Prereq. Intro to WP 6.1			
WordPerfect 6.1 Macros	September 13	42.50	½
Prereq. Intro to WP 6.1			
WordPerfect 6.1 Tables	September 14	42.50	½
Prereq. Intro to WP 6.1			
Spreadsheet Classes			
Lotus for Windows	September 26 & 27	170.00	2
Prereq. Lotus & Windows			
Lotus for Windows	October 3 & 4	170.00	2
Prereq. Windows & Lotus			
Lotus Macros for Windows	October 5	85.00	1
Prereq. Lotus for Windows			

Prerequisites may be met with consent of Instructor.

The Helena College of Technology makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the College no later than two weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, call 444-6800.

ISD CLASS ENROLLMENT APPLICATION
COMPLETE THIS APPLICATION **IN FULL** AND RETURN
IT **AT LEAST ONE WEEK PRIOR** TO THE FIRST DAY OF CLASS

COURSE DATA

Course Requested: _____

Date Offered: _____

STUDENT DATA

Name: _____

Soc. Sec. Number (for P/P/P): _____

Agency & Division: _____ / _____

Mailing Address: _____

Phone: _____ Agency #: _____

How have you met the required prerequisites for this course? Explain, giving the class(es) taken, tutorial(s) completed, and/or experience.

BILLING INFORMATION/AUTHORIZATION MANDATORY

Responsibility Center: _____

Authorized Signature: _____

**FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS
CANCELLATION IS MADE THREE BUSINESS DAYS BEFORE
THE START DATE OF THE CLASS.**

**DEADHEAD COMPLETED FORM TO:
COMPUTER TRAINING CENTER
HELENA COLLEGE OF TECHNOLOGY
OF THE UNIVERSITY OF MONTANA
PHONE 444-6800 FAX 444-6892**

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